



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT  
SDLF Platinum-Level of Governance



President – Bill Mayer • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Bryon Gutow

**MINUTES OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
Wednesday, December 4, 2019  
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING  
4:30 P.M. – 5:30 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Internal Operations Committee Members**

*Chair Robert Leete  
Vice-Chair Kevin Graves*

- A. ROLL CALL**
1. Call business meeting to order 4:30 p.m. – By Chair Leete.
  2. Roll Call – All Present.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**
- None.
- C. DRAFT MINUTES TO BE APPROVED**
1. August 7, 2019 Internal Operations Committee DRAFT meeting minutes – Approved.
  2. September 9, 2019 Internal Operations Committee Special DRAFT meeting minutes – Approved.
- D. DISCUSSION ITEMS**
1. Discussion Regarding District Office Winter Break Closure.  
General Manager Davies – Provided the details regarding the District Office Winter Break Closure. There was discussion regarding the closure.
  2. Discussion Regarding Cancellation of Regular Board Meeting on January 1, 2020.  
General Manager Davies – Provided the details regarding the cancellation of the Regular Board meeting on January 1, 2020. The consensus of the Internal Operations Committee is to cancel the Regular Board meeting for January 1, 2020.
  3. Discussion Regarding Storage Space Lease Agreements.  
General Manager Davies – Provided the details regarding the storage space lease agreements and the increase of the rent. There was discussion regarding the condition of the storage space units and to do a site survey. The discussion continued regarding the office located at 1037 Discovery Bay Boulevard.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- None.
- F. ADJOURNMENT**
1. The meeting adjourned at 4:35 p.m. to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-06-19

<http://www.todb.ca.gov/agendas-minutes>